

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
June 15, 1994
4:30 P.M.
AGENDA

1. Call to order
2. Minutes of the regular board meeting of May 18, 1994
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Visitors speak
8. Old Business
 - A. Crete Library Foundation report
 - B. Friends activities
 - C. Ground Breaking ceremony
 - D. Construction process update
9. New Business
 - A. Special meeting date
 - B. SLS Public Library membership agreement
 - C. Prevailing wage resolution
 - D. Budget
 - ~~E.~~ Chamber of Commerce ad
 - F. Personnel policy -- dress code
10. Executive session to discuss personnel
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

MEETING OF JUNE 15, 1994

PRESENT: Trustees Adams, Engel, Foley, Mucha, Murray, Schultz, Shepley, Administrator Wsol, Crete Record Reporter DeMuth and Times Reporter Wantuch

1. The meeting was called to order by President Foley at 4:35 p.m. in the Library Board Room.
2. Trustee Shepley moved that the minutes of the May 18, 1994 Board Meeting be approved. The motion was seconded by Engel. All voted AYE.

MOTION CARRIED

3. Correspondence - Secretary Mucha read the following:
 - a. A letter from Aldo A. DeAngelis responding to Administrator Wsols' letter on the issue of the National Voter Registration Act.
 - b. A thank you note from Mariann Gemper regarding the groundbreaking ceremony.
 - c. A letter from Governor Jim Edgar regarding the groundbreaking ceremony.
 - d. A letter from Kendra Gore of LZT/F notifying the Board of her resignation.
4. Bills for Payment - After a review of the bills for payment Trustee Murray moved that the bills be paid. The motion was seconded by Shepley. On roll call all voted AYE.

MOTION CARRIED

Sharon presented to the Board invoices #27 and 216 from LZT/F for payment. Invoice #27 was for the 100% completion of the design development phase for the amount of \$2,428.33. Invoice #216 was for the 80% completion of the construction document phase for the amount of \$48,466.83. Trustee Murray moved that the two invoices from LZT/F be paid. The motion was seconded by Engel. On roll call all voted AYE.

MOTION CARRIED

Sharon reviewed the first payment needed to repay the building bond money to Amalgamated Bank of Chicago. Trustee Shepley moved to Authorize the withdraw not to exceed \$10,000.00 from the working cash fund to be used for the first principal and interest payment for the repayment of these bonds. The motion was seconded by Murray. On roll call all voted AYE.

MOTION CARRIED

Trustee Adams moved to approve the first payout of principal and interest for the bonds to Amalgamated Bank of Chicago in the amount of \$81,621.87. The motion was seconded by Shepley. On roll call all voted AYE.

MOTION CARRIED

5. Librarian's Report - Sharon reported to the Board that the summer reading program started this week and seems to be off to a good start. Sharon also reviewed the monthly circulation statistics noting that the numbers are down. Sharon informed the Board that this is a trend throughout the system and not just our library.
6. Financial Report - Sharon reported to the Board that the fiscal year is coming to an end and that a number of accounts will end with a surplus of money in them.
7. Visitors Speak - None
8. OLD BUSINESS
 - a. Crete Library Foundation - Sharon reported that Mr. Angelo Juarez has volunteered to help with this program.
 - b. Friends Activities - Sharon reported that this group is showing alot of enthusiasm.

The pennies around the library program is going well.

Jim Gill has been scheduled for August 6, 1994 for a "Stories in the Park" program.

The Friends group is planning for a book sale in the fall.

Four subscriptions have been purchased through the Adopt a Magazine program.

Trustee Schultz moved the Board use the Trustees Fund to pay one half of the expenses (\$100.00) for the August 6, 1994 "Stories in the Park" program. The motion was seconded by Adams. On roll call all voted AYE.

MOTION CARRIED

- c. Ground Breaking Ceremony - Sharon informed the Board that the Friends group will host a reception after the groundbreaking in the Library. Trustee Murray reported to the Board the progress being made for the groundbreaking ceremony.
- d. Construction Process Update - Sharon informed the Board that she had a conversation with Jim Filliung regarding the interior design program now that Kendra Gore has resigned. Mr. Filliung assured Sharon that all the interior design plans will continue as previously discussed. Sharon also informed the Board that all six contractors invited to bid are in fact preparing bids. The bid opening is scheduled for June 21, 1994 at 2:00 p.m.

9. **NEW BUSINESS**

- a. Special Meeting Date - A special meeting date of June 22, 1994 at 7:30 p.m. was agreed on to review the bids from the six contractors.
- b. SLS Public Library Membership Agreement - Sharon explained to the Board this agreement and informed the Board the no changes have been made since signing in 1991. Trustee Schultz moved to sign the SLS Public Library Membership Agreement. The motion was seconded by Engel. All voted AYE.

MOTION CARRIED

- c. Budget - Sharon informed the Board that the numbers are still being generated for the 1994-1995 budget. Trustees Adams and Shepley agreed to sit on the Finance Committee.
- d. Chamber of Commerce Ad - Sharon informed the Board of the new map that will soon be published by the Chamber of Commerce. Groups and Businesses will be able to purchase squares around the edges to promote their organization. This topic will be taken up at a future meeting.

- e. Dress Code - Sharon informed the Board that the dress code policy needed to be updated for the Policy manual. Trustee Schultz moved to approve the Personal Appearance Policy as presented to the Board. The motion was seconded by Adams. All voted AYE.

MOTION CARRIED

10. Trustee Shepley moved that the Board enter into Executive session. The motion was seconded by Schultz. All voted AYE.

MOTION CARRIED

On return from Executive session Trustee Schultz moved to increase the Staffs' salary by 3% effective July 1, 1994. An additional 1% may be added to this increase at a later date after the budget is complete. The motion was seconded by Adams. On roll call all voted AYE.

MOTION CARRIED

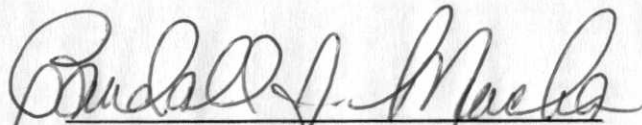
Trustee Shepley moved to increase the Librarians Salary by 4%. The motion was seconded by Schultz. On roll call all voted AYE.

MOTION CARRIED

11. Trustee Schultz moved that the meeting be adjourned. The motion was seconded by Shepley. All voted AYE.

MEETING ADJOURNED AT 6:20 p.m.

NEXT BOARD MEETING JULY 20, 1994 AT 4:30 p.m.


Randall J. Micha - Secretary